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OFFICE OF THE STATE FIRE MARSHAL
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CALIFORNIA CODE ADOPTION
Core Committee Conference Call
October 18, 2005, 10:30 a.m.
Meeting Notes

The Office of the State Fire Marshal (SFM) conducted the third conference call meeting to discuss updates and current issues/concerns.

1. **Distribution Email List:** Criteria to block junk emails from being sent to distribution list needs to be addressed. The list includes approximately 180 email addresses. Christina Jamison is the contact for inclusion on this list.

ACTION ITEM: Christina and Dan Najera will reconcile the list to ensure all core group members and alternates are included. State Fire Marshal Grijalva will contact Wolfgang Knabe, who has recently moved from San Luis Obispo to Fullerton. Once the list is updated, it will be emailed to all those included.

Chief Grijalva suggested that Outlook users set their Inboxes to automatically place incoming emails from this distribution list to an archival file to maintain space in the users' Inbox.

2. **Appointment of Assistant State Fire Marshal:** Kate Dargan has been appointed Assistant State Fire Marshal. Although the effective date is November 1, 2005, she is currently working between her new assignment and her previous duties as Napa County Fire Marshal. As Assistant State Fire Marshal, she will take over the responsibilities for the code adoption process and serve as the Lead for SFM, addressing issues and problems previously handled by Chief Grijalva.
3. **Online Code Access:** Chief Grijalva had received an email from Leslie Haberek and comments from Rick Terry and Lorin Neyer concerning the control of protecting the username and passwords for use of the online codes by those committee members before completing/signing a copyright form. Rick Terry added that new users are being directed to contact Dan Najera for completion of necessary forms, including the licensing security and confidentiality form from ICC (posted on the SFM webpage). Feedback from some industry members that wanted to participate in one of the workgroups was that they needed to contact the SFM for approval. The intent was to ensure that before they had access to the free code books, they were identified as a government employee or had completed the release form from ICC, not that they could not participate on the committees.
4. **Status of Workgroups:** Dan Najera stated there may be three groups working in the H Occupancies. It is his understanding that Ellie Ross from the UC System is heading up a group that includes the UC System and Stanford University to look at the H-8 Occupancies.

ACTION ITEM: Hugh Council will contact Ellie Ross to ascertain if this group has met and, if so, if any minutes or membership list is available.

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Dan Najera stated that he is constantly updating the workgroup membership lists; he receives daily emails with additions to some groups and is committed to submitting updated lists for posting on the website weekly. He added that this should not preclude anyone not included on the list from participating on a committee.

ACTION ITEM: Dan Najera will follow up on meeting dates set for H Occupancy groups and post any additional meeting notices or meeting notes available on the website.

Rick Terry stated he had sent an email to Dan Najera concerning the R-2 and R-6 arena and to which occupancy classification they should be placed. His group is currently looking at rewriting the R-4 Occupancy designation in the IBC to fit the State occupancy group; he wanted to bring this to the attention of the Core Group for any input. His group is looking at the full gambit of the R-2 Occupancies; there is no easy repository in the IBC. The use of chapters was suggested and could be entertained if SFM agrees. Dan Najera added there are problems that come with creating State chapters because then constructability requirements are eliminated for newly-constructed R-2s that are built as R-2s and do not have all the other requirements that would go along with it (i.e., structural, electrical, plumbing, mechanical, etc.). Hugh Council added that this may already be addressed in the law which states that R-2s are in accordance with an R-3 occupancy. Chief Grijalva stressed the importance of the inclusion of the industry affected early in any discussions that affect the industry.

ACTION ITEM: Dan Najera will post and distribute the draft minutes from the R Occupancies Workgroup on the website.

Workgroups addressing A, E, H, R, S Occupancies have sent meeting notices for posting on the website; workgroups for H Occupancies have sent in meeting minutes. U Occupancies and "Roofs, Wine Caves and Fixed Guideway Transit Facilities" workgroups do not have a designated leader assigned as yet. It was suggested that it might work better to separate wine caves and fixed guideway transit facilities workgroups for recruitment purposes of leaders. It was also suggested that the SFM could move the current language for wine caves over to be addressed during another code cycle. Therefore, the workgroup will address only fixed guideway transit facilities for any necessary revisions. It was suggested that Chief Grijalva contact jurisdictions with experts in fixed guideways (perhaps the metro areas) for participation on this as well as other workgroups.

ACTION ITEM: Steve Kiefer will contact Dan Kasperson, with Suisun City, asking if he would agree to serve as Lead for the U Occupancy Workgroup. As he is already the Lead for the S Occupancy Workgroup, it was suggested these two occupancy workgroups could be combined.

ACTION ITEM: Chief Grijalva will follow up with CSAC and Metro Chiefs for suggested names for participation on the Fixed Guideway Transit Facilities (U Occupancy) Workgroup. Hugh Council will also ask Joe Garcia, who was involved in the initial writing of these regulations.

Sia Poursabahian, Workgroup Leader for Special Occupancies (Chapter 4A) has asked for clarification regarding the scope of this workgroup. He was under the impression that this workgroup was to only look at high-rise building, covered malls, stages and platforms, and atriums. He notes that Chapter 4A also addressed explosives, combustion engines and gas turbines, fixed guideway transit facilities, dry cleaning plants. Dan Najera explained that, although all of these issues are covered in Chapter 4A, the workgroup designators had originally included a partial list. All items need addressing, other than the fixed guideway transit facilities, which has been designated as another workgroup and inclusion of the others does not suggest a lot of work.

ACTION ITEM: Stuart Tom will contact Steve Ikkanda and Sia Poursabahian (Los Angeles City) to determine if Steve would be willing to work with Sia's group to ensure the group stays on course and addresses all of Chapter 4A.

5. **Nine-point Criteria Template Created by DSA:** Dan Najera explained that DSA has developed a template with instructions for use as a guide in the development of the Nine-point Criteria. This template can be easily revised to fit our workgroups' needs and will soon be available on the website as a possible tool.

6. **Coordination Council Meeting:** A Coordination Council Meeting is scheduled for October 24, 2005 at Department of Consumer Affairs, 400 R Street, Sacramento, beginning at 10 a.m., and will include discussion of the ICC software. The agenda is available at their website and Chief Grijalva will also distribute.
7. **Industry Participation:** The Workgroup Leaders were reminded to actively seek the involvement of the industry affected during the early stages of study.
8. **Open Forum:** Dennis Richardson added that he had been contacted by Silicon Valley Joint Venture for a possible community outreach project to try to get industry involved. They were envisioning hosting a local event of which the Core Members and SFM would be involved. Chief Grijalva stated his office is in support of this effort and asked for a couple of possible dates for this event.

ACTION ITEM: Rick Terry asked Dan Najera to forward him the contact list of R Occupancies.

Christina recalled that at the last meeting it had been suggested that the Core Committee assemble for a few days to collect and review the workgroup documents, perhaps the second week of January, 2006. Assistant State Fire Marshal Dargan suggested this item be calendared for discussion during the next Core Committee Meeting.

Educational Component to the Workgroups' Product: Dan Najera explained that when the idea was first put together for using this format for the code development process, there was also an educational component that each of the workgroups was to develop to use as a tool (lesson plan) during the educational phase. This is really a part of the Nine-point Criteria and he mentioned it today to serve as a reminder of the need for developing this component. Chief Grijalva added that the Statement of Reasons will also be used in the educational process to ensure the understanding of the code change and the rationale and thought process behind its development.

Code Books are Available for Workgroup Members: Hugh Council announced that the Code Books and commentaries have been delivered to the State Fire Marshal's office in Sacramento and Monrovia. The Workgroup Leaders were asked to contact either Dan Najera (Sacramento office) or Ernie Paez (Monrovia office) if code books are needed. Team Leaders are to keep a record of distribution of the code books to the workgroup members. Private industry will be offered access to the E-codes.

9. **Next Core Committee Conference Call Meeting:** Tuesday, November 1, 2005 at 10:30 a.m.

Core Committee "Face-to-Face" Meeting Scheduled: The central location of **Buellton** was selected for a physical meeting location for the Core Committee, to be held on **Monday, December 5th, beginning at 10:00 a.m.** For those that are unable to attend, conference call and speaker phone capabilities will be available. The SFM will handle the meeting arrangements and details of the exact location will be announced at the next conference call scheduled for November 1, 2005.

*Meeting Notes Submitted by
Penny Nichols, Staff Services Analyst*

Approved by:



RUBEN GRIJALVA
State Fire Marshal